

TITLE, SERIES, GRADE: Program Manager, GS-340-15

SALARY RANGE: \$95,390 - \$124,010 per annum

PROMOTION POTENTIAL (IF ANY): GS-15

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-015

AREA OF CONSIDERATION: All Interested U.S. Citizens and Eligible Surplus/Displaced Federal Employees in the Local Commuting Area.

OPENING DATE: 02/04/08

CLOSING DATE: 02/25/08

DUTY LOCATION(S): Department of Justice, Criminal Division, International Criminal Investigative Training Assistance Program (ICITAP), Europe/Eurasia Area, Bishkek, Kyrgyzstan

NUMBER OF VACANCIES: 1

THIS POSITION IS UNDER SCHEDULE A, EXCEPTED SERVICE. APPOINTEES DO NOT ACQUIRE FEDERAL CAREER STATUS THROUGH THIS APPOINTMENT. BASIC FEDERAL EMPLOYEE BENEFITS REMAIN THE SAME AS COMPETITIVE FEDERAL POSITIONS.

THIS IS A TIME-LIMITED APPOINTMENT NTE 2 YEARS. MAY BE EXTENDED IN ONE-YEAR INCREMENTS AS PROGRAM NEEDS CONTINUE. CONDITIONS FOR CONTINUED EMPLOYMENT UNDER THIS AUTHORITY INCLUDE ACCEPTABLE PERFORMANCE AND AVAILABILITY OF FUNDS.

The Senior Law Enforcement Advisor (SLEA) will serve as the resident U.S. expert in law enforcement affairs, training and reform to implement the goals and objectives of the State Department-funded (Bureau for International Narcotics and Law Enforcement Affairs) assistance portfolio.

JOB SUMMARY

In the context of law enforcement sector assistance, and as an active member of the U.S. country team, the Senior Law Enforcement Advisor will:

Establish and maintain relationships with Kyrgyz law enforcement and government officials and international criminal justice sector assistance community and work with these representatives to foster the goals and objectives of the program and U.S. Embassy;

Effect coordination with U.S. Embassy and other USG officials, when reviewing and coordinating proposals and recommendations concerning goals and objectives of the law enforcement assistance program;

Evaluate the program, including progress towards goals and identification of obstacles encountered that may adversely impact the program;

Assist in the planning, coordinating and implementation of assistance programs for the police and other justice officials, which will include ongoing assessment of program progress and need for adjustment;

Assist the Government of Kyrgyzstan in the development of technical assistance programs to enhance their democratic policing reform efforts;

Identify country-specific needs, develop/writes proposals, assessments, program implementation plans, budgets, and manages the development and presentation of appropriate training;

Prepare reports and attend meetings as required by U.S. Embassy personnel in furtherance of the United States efforts in Kyrgyzstan;

Analyze and comment on pending legislation concerning criminal law and procedures impacting on the operation of the police procedures, drawing on other DOJ experts as needed;

Assist in the identification of legislative reform as it relates to the police as needed, particularly with regard to human rights and human dignity issues;

Perform other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically in or related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

DESIRABLE: Depending on the country project, it may be desirable, but not mandatory, that the incumbent be proficient or fluent in a foreign language; e.g., Spanish, French, French-Creole, Russian, Latvian, Ukrainian, Portuguese, etc. Qualified candidates who have no foreign language skills may be considered for country projects where foreign language skills are either desirable or not required.

EVALUATION CRITERIA: In order to receive further consideration applicants should address in writing, each of the knowledges, skills and abilities (KSAs) listed below. Failure to address the KSAs described below may lower result in a lower rating.

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Experience which demonstrates the ability to manage and coordinate the development and presentation of law enforcement training programs.
- 2) Demonstrated work experience in federal, state or local law enforcement.
- 3) Experience which demonstrates a working knowledge of foreign cultures.
- 4) Experience which demonstrates the ability to establish or maintain effective communications and relationships with representatives of government agencies, congress, non-government organizations, specialized technical consultants, foreign representatives and the public.
- 5) Skill in written and oral communications.

METHOD OF EVALUATION, REFERRAL AND INTERVIEW: Applicants will be evaluated according to the extent and quality of experience and education as it relates to the position. All minimally qualified candidates will be referred to the panel for review and rating. Some, all or none of the applicants may be interviewed.

HOW TO APPLY

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612) OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement address the Quality Ranking Factors listed above.
 - Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and a copy of a performance appraisal issued within the last 12 months.
 - Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a resume is submitted it must contain the following information. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;

PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);

EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.

WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are authorized.
- Individuals claiming veterans preference must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-point or 30-point preference must submit a letter from the Department of Veterans' Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is an excepted service appointment.
- All qualifications for this position must be met by the closing date of the announcement.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position also requires a security clearance. This position is subject to a drug test by urinalysis.

-Failure to submit the requested information may result in a lower rating in the evaluation process.

-Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

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